

Training Process Checklist

01-14-2003

Phases	Major Deliverables	Task(s)	Estimated Due Date	✓
Plan	Training Needs Assessment	Receive training request form		
		Conduct audience analysis		
	Training Plan	Identify learning objectives		
		Identify content scope		
		Determine delivery strategy		
		Identify stakeholders		
		Identify logistics strategy		
	Project Plan	Create workplan (tasks, deliverable schedule, check-in points)		
		Develop budget		
		Identify roles (role map)		
		Create task order		
Design	Instructional Design Plan	CONDUCT KICK-OFF MEETING		
		Oversee project communication, tasks, and deliverables [+ sponsor sign-off]		
		Create content outline		
		Conduct SME/customer review of content outline		
		Conduct instructional strategy session (create storyboards and activities)		
	Evaluation Strategy	Conduct stakeholder review of storyboards		
	Project Management	Plan evaluation/measurement tools & methods (dry run, pilot, course, TOT)		
		CONDUCT INSTRUCTIONAL STRATEGY SESSION		
		Update workplan		
		Review and update logistics checklist		
		Create communication plan		
Build	Course Materials	Oversee project communication, tasks, and deliverables [+ sponsor sign-off]		
		Create detailed course content		
		Create instructor/facilitator materials (guide, slide presentation, etc.)		
		Create participant material (guide, artifacts, etc.)		
		* Create online training materials		
		Create media (video, graphics, audio, animation)		
	Evaluation/Measurement	Build help/performance support processes (help desk, job aids, etc.)		
		Develop evaluation/measurement tools & methods (for pilot/course)		
	Testing	SUBMIT DRAFT OF MATERIALS (FOR SME REVIEW)		
		PLAN & CONDUCT DRY RUN		
		* Plan & conduct dev/system tests if online		
		PLAN & CONDUCT PILOT		
	Training of Trainers (TOT)	Develop TOT course (structure, content, materials, logistics)		
		Create trainer toolkit		
		Create TOT evaluation		
		Solicit and select trainers		
	Training Logistics	Select sites and schedule trainers		
		SUBMIT TRAINING ANNOUNCEMENT TO FSAU COMMUNICATIONS		
		ENTER TRAINING WORKSHOP DATA INTO THE LMS		
		ADVERTISE TRAINING PROGRAM (PUBLISH TRAINING ANNOUNCEMENT)		
		SUBMIT CAMERA-READY COPY OF MATERIALS		
Deliver	Project Management	Package materials (printing & shipping)		
		Create training maintenance plan		
	Training of Trainers (TOT)	Oversee project communication, tasks, and deliverables [+ sponsor sign-off]		
		CONDUCT TRAINING OF TRAINER (TOT) SESSION(S)		
	Logistics Support	Collect and submit TOT evaluations		
		Provide logistics support		
	Ongoing Training	Conduct registration		
		DELIVER TRAINING		
		Conduct trainer and trainee evaluations		
		Submit training evaluations to FSAU		
Assess	Project Management	Provide ongoing support		
		Implement training maintenance plan		
		Oversee project communication, tasks, and deliverables		
		Collect training evaluations (trainer and participant evaluations)		
	Evaluation & Analysis	Analyze evaluation/measurement results		
		Summarize evaluation/measurement results		
		Submit final report: Make recommendations/create action plans		
		Conduct lessons learned sessions with development team(s)		
	Celebration & Lessons Learned	Conduct celebration session		
		Document lessons learned		
	Project Management	Oversee project communication, tasks, and deliverables		

Tasks that are CAPITALIZED (and highlighted in gray) are key milestones.

* Indicates step if training is online